

STATE OF CALIFORNIA  
**PEST CONTROL DEALER LICENSE  
RENEWAL APPLICATION**

PR-PML-191 (REV. 9/04)  
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
LICENSING AND CERTIFICATION PROGRAM  
1001 I STREET  
SACRAMENTO, CALIFORNIA 95814-2828  
(916) 445-4038  
FAX - (916) 445-4033  
Web site: <http://www.cdpr.ca.gov/>

☐ Name Change ☐ Address Change

Business License Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

IMPORTANT - PLEASE READ  
COMPLETE ALL INFORMATION FOR EACH LOCATION AND THE RENEWAL INFORMATION REQUIREMENTS

**Qualified Person.** Each business location must have a qualified person who possesses a valid Agricultural Pest Control Adviser License, Pest Control Dealer Designated Agent License, Pest Control Pilot Certificate, or Qualified Applicator License to engage in pest control from each location. If you need additional space, attach a separate sheet of paper.

**Main/Branch**

**License Number**

**Business Location Address**

**Qualified Person's Name and License Number**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Fees.** See Page 2 (instructions) to determine fees based on the number of business location(s) and payment methods. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.**

Indicate Amount Enclosed: \$ \_\_\_\_\_

**I declare under penalty of perjury, under laws of the State of California, that the above information provided by me is true and correct.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT

PROBLEM

RENEWED

DATA ENTRY

RC

**Instructions on reverse**

**PEST CONTROL DEALER LICENSE RENEWAL APPLICATION INSTRUCTIONS**

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**RENEWAL TIME LINE**

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Unit. Renewal time lines are posted on the Department of Pesticide Regulation's (DPR's) web site.

**CHECK LIST:** This list will help ensure that your renewal application is completed in full prior to mailing.

- ☐ **Change of Name/Address.** 3CCR Section 6508 requires all license/certificate holders to notify DPR immediately of any change in business name, address, qualified person, business organization, or any other information required on the application. Indicate any corrections that appear on the renewal form in the space provided.

*Licenses are not transferable. In the case of change of business organization or ownership, a new application and fee are required. If you had a change in ownership or partners or have incorporated, contact us.*

- ☐ **Qualified Person.** Each pest control business location (Main or Branch) must have a qualified person who possesses a valid Agricultural Pest Control Adviser License, Pest Control Dealer Designated Agent License, Pest Control Pilot Certificate, or Qualified Applicator License to engage in pest control from each location. Provide the name(s), license/certificate type(s), and license/certificate number(s) of the qualified person who is responsible for each location in the space provided on the renewal form. If additional space is needed, attach a separate sheet of paper.
- ☐ **Fees.** All fees are non-transferable and non-refundable. Fees must be paid for each pest control license location (Main and Branch) as totaled on the renewal form. A late penalty fee of fifty percent (50%) of the total renewal fee will be assessed for each license **postmarked after December 31.**

**License Renewal (2 Year) and Late Penalty Fees**

	Renewal	Late Fee		Renewal	Late Fee
Pest Control Dealer License (Main)	\$320.00	\$160.00	Pest Control Dealer License (Branch)	\$160.00	\$80.00

- ☐ **Declaration/Signature.** Sign, title, and date the renewal application form.
- ☐ **Payment.** Enclose a check, money order or credit card payment payable to "Cashier, Department of Pesticide Regulation".
- ☐ **Mail.** Send payment, completed renewal application form, and all required documents in the enclosed envelope addressed to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

**Questions?** Your business name and license number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

**Failure to complete or provide the requested information may delay the processing of your application.**

## **What You Need to Know to Renew Your Business License**

### **What are some of the common problems associated with pest control business license renewal applications that are received by the Department of Pesticide Regulation (DPR)?**

Some of the most common problems associated with pest control business license renewal applications include: no fees or wrong amount is submitted; no signature; the listed qualified person has not renewed; and invalid (expired) liability or worker compensation insurance.

### **What is the procedure for notifying DPR of a name change or address change?**

To notify DPR of a name or address change, fill out and send in form (PR-PML-002). The form is available on our website. During renewal, name and address changes may be made on the renewal application. In the case of name change, other documents may be needed. Please consult with DPR.

### **What is the procedure for notifying DPR of an ownership change?**

The procedure for notifying DPR of an ownership change is the same as applying for a new business license. Licenses are not transferable. The forms are available on our website.

### **Who signs the renewal application form?**

The owner or officer of the business must sign the business renewal application form.

### **Are renewal application fees refundable?**

No. Renewal application fees are not refundable.

### **If my worker's compensation insurance and/or liability insurance has expired or will expire soon, do I need to submit updated insurance policies?**

Yes. You must submit updated policy information if your worker compensation insurance or liability insurance has expired or will expire soon.

### **Can I fax the required insurance documents to DPR?**

Yes. You may fax the required documents. However, because many faxes are not legible, a hard copy should also be sent. Please indicate on the hard copy that a fax was sent.

### **Can my insurance company directly submit my insurance paperwork to DPR?**

Yes. Your insurance company may directly submit your insurance paperwork to DPR. In order to track it, please have your insurance company put your DPR license number on the paperwork.

### **Does the qualified person listed on the business license renewal application need to possess a license/certificate that is current for the next valid period for the business being renewed?**

Yes. In order for a business to be issued their pest control business license, the person listed on the renewal application as the qualified person must be licensed.

### **Can I renew my business license if my qualified applicator license is not renewed?**

No. You cannot renew your pest control business license if your qualified applicator is not renewed or does not have a valid qualified applicator license.

*For more information, go to [www.cdpr.ca.gov](http://www.cdpr.ca.gov) and click on the Licensing quick link.*

## **What You Need to Know to Renew Your Business License**

**Does each business license location need a different qualified applicator or designated agent licensee to actively supervise the location or can one qualified person supervise all of the separate locations?**

Yes. Each business license location needs a different qualified applicator or designated agent licensee to actively supervise the location. One person cannot supervise multiple locations.

**Can I renew my pest control business license if it has been expired for more than 12 months?**

No. You cannot renew your pest control business license if it has been expired for more than 12 months. You will have to apply for a new pest control business license.

**Can my completed business license renewal application form and credit card payment be faxed or paid electronically via the Internet?**

No. You cannot submit your business license renewal application form or credit card payment via fax or the Internet.

**Does DPR post the names of the businesses that have a valid DPR pesticide or pest control business license on the DPR website?**

Yes. DPR posts the names of businesses that have a valid DPR pesticide or pest control business license on our website.

**How can I avoid paying a late renewal penalty?**

You can avoid paying a late renewal penalty by submitting your renewal application, supporting documents, and fee(s) prior to December 31 of the expiration year. The late penalty will be assessed to all applications postmarked after December 31 of the expiration year.

**What happens if the renewal process is not finalized by the expiration date?**

If your paperwork is not finalized by December 31st, but received before then, there is no penalty.

**How long after expiration of my license/certificate will I be able to renew as long as I meet the requirements?**

You have 12 months [with payment of the late penalty fee(s)] after your license expires to renew as long as you meet all of the license requirements.

**How long does it take to process my renewal application?**

It can take up to 30 days or longer to process your renewal application depending on when it is submitted.

## VISA / MASTERCARD TRANSACTION



### INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier  
Department of Pesticide Regulation  
P.O. Box 4015  
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier  
ATTN: CE  
Department of Pesticide Regulation  
P.O. Box 4015  
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)														CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE	
BANK CARD NUMBER (16 DIGITS)																BANK CARD EXPIRATION DATE	TOTAL AMOUNT OF PAYMENT \$ .
																	TELEPHONE NUMBER ( )

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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## Licensed Pest Control Business



## RENEWAL REMINDERS

### *If your business name starts with:*

**A thru L**, you renew in even-numbered years (2006, 2008, 2010, 2012 etc.)

### *If your business name starts with:*

**M thru Z**, you renew in odd-numbered years (2007, 2009, 2011, 2013 etc.)

*DPR mails renewal forms in early September. If there are no problems with the forms and documentation you mail us, the turnaround is about a month and a half.*

### RENEWAL DOCUMENTS RECEIVED BY DPR

### NEW LICENSE MAILED BACK TO YOU BY DPR

September 15	October 30
October 30	December 14
November 30	January 14
December 30	February 14

### AVOID LATE FEES

**Renew early.** You pay a **penalty** of 50% of the **total renewal fee** if you submit your renewal after December 31.



California Department of Pesticide Regulation  
Licensing and Certification  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov) 916-445-4038

## Licensed Pest Control Business

### **Be ready to renew**

- Make sure your QAL/ QAC/ DA/ AA holds a valid license for the year you are renewing your business license.
- Pest control businesses require a QAL.
- Maintenance gardener pest control businesses require a QAC or QAL with category "B" or "Q".
- Pest control dealer businesses require a DA, QAL, JP or AA.
- If your business is required to have liability and workers' compensation insurance, those policies must be valid for the year you are renewing.

### **Get the renewal packet**

- Renewal packets are mailed out in early September. If you do not receive it, contact our office at 916-445-4038 or download the packet from our website at [www.cdpr.ca.gov](http://www.cdpr.ca.gov), click on "Licensing".
- Complete, sign and date all the renewal forms and include any required documentation. Mail with proper fees to Cashier, MS 4A Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015.

### **Late renewal**

- If your renewal application is postmarked after December 31, add a late penalty of 50% of the total renewal fee.

### **New business**

- If you had a change in ownership, business type, etc., complete an application as a new business with DPR.

### **Business name or address change**

- Submit documents that verify the changes, for example, fictitious business name statement or incorporation documents from Secretary of State's Office.
- Immediately notify DPR in writing of address change.
- Submit renewal application with name change to DPR.

### **Go to DPR's Website ...**

- ...for application forms and lists of pest control business licenses and individual licenses. Go to [www.cdpr.ca.gov](http://www.cdpr.ca.gov), click on "Licensing."

California Department of Pesticide Regulation  
Licensing and Certification  
[www.cdpr.ca.gov](http://www.cdpr.ca.gov) 916-445-4038

STATE OF CALIFORNIA  
**PEST CONTROL DEALER BUSINESS LICENSE  
RENEWAL INFORMATION REQUIREMENTS**

PR-PML-134 (EST.7/01)

DEPARTMENT OF PESTICIDE REGULATION  
PEST MANAGEMENT AND LICENSING BRANCH  
1001 I STREET  
SACRAMENTO, CA 95814-2828  
P.O. BOX 4015  
SACRAMENTO, CA 95812-4015  
(916) 445-4038  
FAX (916) 445-4033  
Web site: <http://www.cdpr.ca.gov>

<b>A. Officer/Owner Information</b>	Fax #	E-mail address	Business Phone Number
Officer/Owner Name		Title	
1.			
2.			
3.			
4.			

**C. Pest Control Sales Information**

Please indicate what type of product your pest control dealer business sells.

Check the appropriate box(es).

- ☐ Sell Agricultural Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides and Agricultural Use Pesticides.
- ☐ Sell Antifouling Paints or Coatings Containing Tributyltin.
- ☐ Sell Non-Agricultural Use Pesticides.
- ☐ Sell Methods or Devices (such as Biological Control Agents, Lures or Insect Trapping Devices) for the Control of Agricultural Pests.

## **California Environmental Protection Agency**

### **Customer Service Survey**

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at [www.calepa.ca.gov/Customer/CSForm.asp](http://www.calepa.ca.gov/Customer/CSForm.asp). To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation  
Pest Management and Licensing Branch  
P.O. Box 4015  
Sacramento, CA 95812-4015

Thank you for your feedback.